

## ***YOUTH PROGRAMS FUND - GRANT PROCESS***

### ***RULES and REGULATIONS***

#### **BACKGROUND**

Saint Paul City Council has recognized organizations serving youth as being vital to the provision of athletic, recreational, and youth programs in the City. On March 2, 1986 the Saint Paul City Council established a special fund for distribution of the proceeds contributed by charitable gambling in on-sale liquor establishments as specified in Chapter 409 of the Legislative Code. Money from this fund may only be expended to assist organizations serving youth which are not engaged in charitable gambling. The program is administered by the Division of Parks and Recreation.

#### **PURPOSE**

The Saint Paul City Council has established a fund to provide grants to nonprofit groups or organizations providing youth programs in Saint Paul. This fund is known as the Youth Programs Fund. **The purpose of this fund is to assist in providing funding to youth programs developed and operated by volunteers** associated with groups or organizations providing services to Saint Paul youth under the age of 20.

#### **ELIGIBLE GRANT APPLICANTS**

**1. An applicant for funding must be:**

- a) Must be an **incorporated, nonprofit organization**, formed for the purpose serving Saint Paul Youth; **or**
- b) have an incorporated, nonprofit organization which provides programs for Saint Paul youth as a fiscal agent; **or**
- c) must be a community-based nonprofit corporation which by its articles or by-laws operates solely in a specific geographic area of the city of Saint Paul, which corporation provides programs for youth in the communities or neighborhoods it represents; **or**
- d) must be a booster club organized for a recreation center, which booster club provides programs for youth in the communities or neighborhoods it represents.

**2. Ineligible organizations include:**

- a) Organized public or private school clubs, activities and teams;
- b) Any organization operating charitable gambling in the State of Minnesota; and
- c) Any organization formed, incorporated, operated or managed by the members, officers or directors of any organization operating or conducting lawful gambling, or subject to requirements for contributions under sections 409.22(1) or 402.10 of the Legislative Code.

## **STANDARDS FOR AWARD OF FUND**

### **1. Proposed programs must be demonstrated to:**

- a)** benefit the public; **and**,
- b)** provide programs for youth twenty (20) years old and under; **and**,
- c)** serve at least 75% Saint Paul residents.

2. Funds will be awarded on a 3-to-1 matching basis, three (3) Youth Program Fund dollars to one (1) organizational dollar. Volunteer hours may be used towards the match at \$10.00 per hour volunteer time involved in the implementation of the proposed program.

An organization shall not be entitled to use dollars received in a previous calendar year from contributions under section 409.235 of the Legislative Code as their matching share. An organization must demonstrate the ability to match funds granted from this fund.

### **3. Proposals will be evaluated on their merits. Priority will be given to proposals that:**

- a)** are developed and evaluated with youth involvement;
- b)** are directed toward the prevention of youth problems; **and**,
- c)** address demonstrated community needs that cannot be met because of the lack of financial resources on the part of institutions or individuals in the community.

### **4. Funds will be granted for:**

- a)** new and ongoing activities of any eligible organization which will operate, or has operated with significant community volunteer involvement;
- b)** activities of eligible organizations that have been operating youth programs for less than five (5) years, **or**,
- c)** ongoing activities which might not be offered because of substantial loss of other funding or because of substantial increases in major program costs.

5. Organizations receiving funds shall file financial reports with the City showing how the funds were expended and for what purpose. No additional grants will be made until the organization has filed such reports of previous expenditures.

## **GRANT LIMITS**

- 1. Programs **may** receive up to \$8,000 per year in grants. Organizations which are on the 10% Club List for the current year may receive their \$8,000 through grants and/or direct contributions.
- 2. Programs **may apply** for a maximum of **\$2,000 per quarter** (3 months) in grants.
- 3. Organized athletic programs, regardless of sport, based at or primarily using a specific recreation facility **may be** considered one program at that facility by the Youth Programs Fund Advisory Board.
- 4. Organizations which are located within a Community Development Block Grant (CDBG) eligible area **may receive** an additional \$6,000 per/year in grants. Each organization must demonstrate CDBG eligibility.

**Community Development Block Grant (CDBG) eligible areas may apply for up-to \$1500 in additional funds per quarter.**

## **ELIGIBLE EXPENSES**

1. Programs serving youth may receive funds for operation as outlined in this section.

**Eligible expenses include:**

- Insurance Coverage
- Promotion and publicity costs
- Rental of facilities
- League entry fees
- Purchase of supplies and equipment
- Training expenses for volunteer coaching or program instructors (clinic)
- Fees paid to the State of Minnesota for nonprofit incorporation
- Reasonable bus rental for same day trips for special events or activities.

**Expenses NOT eligible for funding include:**

- Staff salaries
- Food & beverage items (except those necessary for a program or activity)
- Trophies and awards (including ribbons, pins, medallions, prizes, etc.)
- Out of town expenses, (including: travel, food, lodging, and local transportation, except where an individual or team officially represents the city or state in a state or national championship tournament). The term "championship tournament" means such tournament that is sanctioned as such by the governing body of that sport or activity.
- Fundraising activities
- Expenses for any person over the age of twenty (20) years.

(Eligible expenses may be revised with consent and approval of City Council).

**CAPITAL EXPENSES**

1. **Funds may not be used for capital expenses**, including; improvements to buildings and sites, stationary equipment installed at any location, equipment that has a useful life expectancy of over seven (7) years and/or equipment that does not directly contribute to the provision of the program being funded.
2. The only exception is equipment that can be demonstrated to be essential to the provision of the program being considered for funding. It shall be the sole determination of the Youth Programs Fund Advisory Board whether the equipment is necessary to the program.

**APPLICATION PROCESS**

1. The organization applying for grant funds **must** submit the following at the time of application:
  - a) Verification of nonprofit status;
    - 1) a copy of incorporation papers; **or**,
    - 2) evidence of 501 status; **or, (Need only have 501 status, not (C)(3))**
    - 3) an application for 501 status to the IRS. **(See 2), above)**
  - b) A copy of current organizational by-laws
  - c) List of all current officers or directors
  - d) Letter verifying organization's approval of the proposal with original signature and current date
  - e) Current bank statement and balance sheet
  - f) Proposed budget (expenses and income) for the activity
  - g) Evidence that insurance, if needed, can be obtained by the organization
  - h) Area served, number of participants served, and reasons why the funds are needed.

## **Deadlines For Applications**

***\* The deadlines for 2002 applications are: 1st qtr - February 1, 2nd qtr - May 1, 3rd qtr - August 1 and 4th qtr - November 1, 2002.***

***\* The Youth Programs Fund Advisory Board will meet to review applications and disburse grant funds on the 3rd Thursday of February, May, August and November, 2002 at 6:00 P.M at PHALEN GOLFCOURSE CLUBHOUSE - 1615 Phalen Drive @ Wheelock Pkwy.***

2. **Applications** may be submitted at any time and must be accompanied by all required supporting materials. However, applications that will be reviewed at the monthly meeting **must be submitted by the February, May, August & November deadlines.** Applications received after the deadline will be reviewed the following quarter.

***Applications must be sent to; Youth Programs Fund  
200 City Hall Annex, 25 W. 4th St.  
Saint Paul, MN 55102***

3. **10% Club Applications** must be resubmitted on an annual basis. Parks and Recreation will begin this process in October of each year. 10% Club applications for the upcoming year will be due on December 1st of each year. The Youth Programs Fund Advisory Board will meet on the 3rd Thursday of December to review 10% Club Applications for the upcoming year. Final approval must be made by city Council.

## **Application Forms**

- 4 Application forms can be obtained by writing or calling:

Youth Programs Fund  
Division of Parks and Recreation  
200 City Hall Annex, 25 W. 4th St.  
Saint Paul, MN 55102  
651-266-6362

## **PROPOSAL REVIEW AND AWARD PROCESS**

## 1. Advisory Board

- a) The Mayor, with the advice and consent of City Council shall appoint a city-wide Youth Programs Fund Advisory Board whose membership shall consist of one (1) youth and one (1) adult representative from each of the city's Council districts as well as four (4) at-large members to advise the City Council on the disbursement of these funds. The Youth Programs Fund Advisory Board shall by resolution adopt rules and regulations governing the administration of the fund, eligible applicants and appropriate uses for the funds, which rules shall prior to becoming effective be approved by the City Council.
- b) The Division of Parks and Recreation assigns one staff member to convene the Youth Programs Fund Advisory Board and to administer the program.
- c) Applications are reviewed and recommendations are made to the City Council by the majority of members attending the scheduled meeting.

## **REVIEW**

### **1. Proposals will be reviewed by the Division of Parks and Recreation for:**

- a) Completeness of information
- b) Eligibility under guidelines
- c) Ability to obtain independent insurance coverage
- d) Sound financial information

2. Proposals will be reviewed by the Youth Programs Fund Advisory Board.

3. Organizations will be notified if additional information is required for the review.

## **EVALUATION CRITERIA**

***The Youth Programs Fund Advisory Board can award, deny, or modify grant requests based on the following criteria.***

1. Priority will be given to groups that show a **need** for **assistance** in providing youth programs and activities for the benefit of the public in their neighborhoods.
2. Priority will be given to organizations that **demonstrate** the ability to provide youth services on an ongoing basis.
3. Priority will be given to organizations that **demonstrate cooperative efforts** within the community.
4. Priority will be given to organizations that **DO NOT** duplicate other programs in the area being served.
5. Priority will be given to organizations in operation five (5) years or less.

**Subject to the priorities listed above under "STANDARDS FOR AWARD OF FUNDS"**  
(see Pg. 2)

## **NOTICE OF AWARD AND CONTRACT**

1. The contact person for each applicant organization will be notified following the

scheduled meeting of the Youth Programs Fund Advisory Board the approval or denial of their proposal, or of the need for additional information.

2. Contracts will be written between the City and the organization receiving the grant.

**3. All grants must be approved by the City Council before they are awarded.**

4. Funds should be received by the grantee organization within thirty (30) days after approval of the City Council, so long as organization has complied with all lawful requirements, and the City of Saint Paul and such organization have executed a contract. Allow three (3) months from original submission of application to receipt of grant funds.

5. A final report by the grantee organization is **required within sixty (60) days after the activity is complete**. This report includes a description of expenses and activities, **including receipts**.

### **FURTHER INFORMATION**

For further information regarding the Youth Programs Fund, please call or write:

Youth Programs Fund  
Division of Parks and Recreation  
200 City Hall Annex, 25 W. 4th St.  
Saint Paul, MN 55102  
651-266-6362

Revised 3/15/96

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May 21, 1992 (Revised June 12, 1992) City Attorney has reviewed, recommended changes have been added.

Passed by Youth Program Fund Resolution June 18, 1992. Effective date, July 6, 1992.  
Resolution approved by City Council, July 9, 1992.

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Revised August 13, 1993, (Ineligible Expenses added: Food & Beverages/Trophies & Awards).

Passed by the Youth Programs Fund Advisory Board April 15, 1993.  
Resolution approved by City Council, August 5, 1993.





RESOLUTION  
OF THE  
YOUTH PROGRAMS FUND  
ADVISORY BOARD

WHEREAS, the Board has held a hearing on April 8, 1993, at West Minnehaha Recreation Center, and received both oral and written statements and testimony concerning amendments to the Rules and Regulations; and

WHEREAS, the Board is concerned that with the decrease in the amount of monies available in the Fund for disbursement for worthwhile programs and activities, changes in what would otherwise be allowable expenses would allow more effective and productive use of the Fund; and

WHEREAS; the Board is empowered to adopt Rules and Regulations governing the administration of the Fund, eligible applicants, and appropriate uses of the Fund, and must do so by resolution, and thereafter seek the approval of the City Council for the Rules and Regulations adopted; now, therefore, be it

RESOLVED, that the Youth Programs Fund Advisory Board on April 15, 1993 hereby adopts the attached amendments to the Rules and Regulations finding that they relate to the appropriate uses of the monies in the Fund, and will conserve and make more effective an increasingly scarce resource for youth programs and activities in the future; and be it

FURTHER RESOLVED, that the Advisory Board respectfully requests the favorable consideration of the City Council of these amendments to the said Rules and Regulations.

## RULES AND REGULATIONS

ELIGIBLE EXPENSES (pg. 3, Underlined language represents recommended changes)

1. Programs serving youth may receive funds for operation as outlined in this section.

### ELIGIBLE EXPENSES INCLUDE:

- Insurance coverage
- Promotion and publicity costs
- Rental of facilities for short-term activity or event
- League entry fees
- Purchase of supplies and equipment
- Training expenses for volunteer coaches or program instructors  
(clinic)
- Fees paid to the State of Minnesota for non-profit incorporation
- Reasonable bus rental for same day trips for special events or activities.

### EXPENSES NOT ELIGIBLE FOR FUNDING INCLUDE:

- Food and beverage items, (except where necessary for a program or activity)
- Rental expense for a permanent or long-term facility
- Trophies and awards
- Staff salaries
- Out of town expenses, (including: travel, food, and local transportation, except where an individual or team officially represents the city or state in a state or national championship tournament. The term "championship tournament" means such tournament that is sanctioned as such by the governing body of that sport or activity).
- Fundraising activities
- Expenses for any person over the age of twenty (20) years.